

RESTRICTED

Chiefs of Field Bureaus

21 Dec 1948

Chief, FBIN

Definition of "Excerpts"

1. In further clarification of the terms "Text Excerpts" and "Single Excerpt" defined on page 13 of the Field Processing Manual, it is emphasized that an excerpt is complete text of a relatively self-contained portion of an item, usually a speech or commentary, and that "Text Excerpts" covers a juxtaposition of several such excerpts.

2. According to present procedure, it is not necessary in the latter case that copy indicate the point at which one excerpt ends and another begins. It is necessary, however, that excerpting be done in such manner as to avoid distorting the meaning or implication of passages taken out of context. It is necessary also to indicate the omission of words or phrases within the individual textual passages which make up the composite, as implied by the label "Text Excerpts". If, because of reception or significance of material, so many indications of omitted words and phrases are required that resulting copy would appear spotty or fragmentary, it is desired that copy be prepared as "Expanded Summary" or "Summarized Excerpts" rather than as "Text Excerpts".

3. Comment and recommendation are requested as to the practicality and desirability from field bureau point of view of amending the form of text excerpts to provide indication of the ellipsis of material between excerpts, i.e., to mark the point at which one excerpt ends and the other begins.

L. K. WHITE

PKE/jg
AdmOff
cc:Warfield

25X1

This document is part of classified integrated file.
If separated from file, document is unclassified.

RESTRICTED 001020100